

California Emergency Management Agency

LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655

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May 6, 2009

TO: Bobbie Welling, Supervising Attorney
Judicial Council of California, Administrative Office of the Courts

SUBJECT: COURT EDUCATION AND TRAINING PROGRAM – REQUEST FOR APPLICATION

Enclosed is the Request for Application (RFA) for the Court Education and Training Program (CW) for Federal Fiscal Year (FY) October 1, 2009 through September 30, 2010. The RFA has also been posted to the CalEMA website.

The amount of funding for FY 2009/10 is \$460,228 supported with federal VAWA S*T*O*P Formula Block Grant Program funds. Execution of this grant award is contingent upon CalEMA's approval of required grant documents, passage of the State Budget Act, availability of Federal funds, and past project performance. Should the VAWA award to the State be less than anticipated, your project may see a reduction in funding and new budget pages would need to be submitted upon request.

To download a copy of the RFA go the CalEMA website (www.oes.ca.gov), select "grants" on the bar at the top of the homepage and then select "(LEVS) Criminal Justice Grants RFA/RFPs" from the drop-down menu. Then click on Request for Application (RFA) Funding Information" and then "Court Education and Training Program." The RFA is designed to be interactive electronically with fill-able forms. You will be able to complete and print forms using Adobe Reader 7.0, but you will not be able to save the completed forms without Adobe Acrobat 7.0.

The application must be completed and submitted to CalEMA by **June 10, 2009**. Please refer to Part I of the RFA for further submission information.

Should you have questions, please contact Norine Hegy at (916) 327-8700, or via e-mail at norine.hegy@oes.ca.gov.

Sincerely,

GILLSA HEREDIA MILLER, Chief
Children's Section

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM
REQUEST FOR APPLICATION**

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- III. FORMS** – Click on one of the form links below to access the form. Save the form to your hard drive before you attempt to fill it out. To access the complete list of forms on our website click on **or** go to www.oes.ca.gov select a “Criminal Justice Programs” section under the “Justice Programs” tab, “Grant Applications & Proposals” then look in the “Related Links” for “Forms: Or paste the following link into your browser:
[http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)&Div=Law+Enforcement+and+Victim+Services+\(LEVS\)&Branch=Grant%20Applications%20and%20Proposals%20\(RFAs/RFPs\)Forms](http://www.oes.ca.gov/WebPage/oeswebsite.nsf/OESBranchContentPortal?ReadForm&type=Forms&look=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)&Div=Law+Enforcement+and+Victim+Services+(LEVS)&Branch=Grant%20Applications%20and%20Proposals%20(RFAs/RFPs)Forms)

Application Checklist And Required Sequence

Application Cover Sheet

Grant Award Face Sheet And Instructions (CalEMA 2-101)

Project Contact Instructions and Information (CalEMA 2-102))

Signature Authorization And Instructions (CalEMA 2-103)

Certification Of Assurance Of Compliance - VAWA (CalEMA 2-104g)

Federal Grant Funds Log (CalEMA 2-105)

Application Budget (CalEMA 2-106)

Budget Forms (Excel spreadsheet format) – a. With Match

Personal Services – Salaries/Employee Benefits

Operating Expenses

Equipment

Project Narrative (CalEMA 2-108)

Noncompetitive Bid Request Checklist (CalEMA 2-156), if applicable

Out Of State Travel Request (CalEMA 2-158), if applicable

Computer And Automated Systems Purchase Justification (CalEMA 2-157), if applicable

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM
REQUEST FOR APPLICATION**

PART I – INFORMATION

A. INTRODUCTION

This Request for Application (RFA) provides the information and forms necessary to prepare an application for the California Emergency Management Agency (CalEMA) grant funds. The terms and conditions described in this RFA supersede previous RFAs and conflicting provisions stated in the *Recipient Handbook*. The *Recipient Handbook* provides helpful information for developing the application and is accessible at www.oes.ca.gov, by selecting a "Criminal Justice Programs" section under the "Justice Programs" tab, "Grant Applications & Proposals," then looking in the "Related Links" for "*Recipient Handbooks*."

B. CONTACT INFORMATION

Questions concerning this RFA, the application process, or programmatic issues should be submitted to the below contact person by telephone, fax, or e-mail.

Norine Hegy, Senior Program Specialist
Tel: (916) 327-8700
Fax: (916) 327-5674
norine.hegy@oes.ca.gov

C. APPLICATION DUE DATE AND SUBMISSION OPTIONS

One original and one copy of the application must be delivered to CalEMA's Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular and Overnight mail, **postmarked by June 10, 2009**, to:

California Emergency Management Agency
Law Enforcement and Victim Services Division
Criminal Justice Programs
3650 Schriever Avenue
Mather, CA 95655
Attn: Children's Section

2. Hand delivered by **5:00 p.m. on June 10, 2009** to:

California Emergency Management Agency
Law Enforcement and Victim Services Division
Criminal Justice Programs
3650 Schriever Avenue
Mather, CA 95655
Attn: Children's Section

D. ELIGIBILITY

The Judicial Council of California, Administrative Office of the Courts, is the only agency eligible to apply for funding under this grant.

E. FUNDS

1. Source

The program is funded by the federal Violence Against Women Act (VAWA) S*T*O*P (Services*Training*Officers*Prosecutors) Formula Grant. The program is designed to promote a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women. The S*T*O*P Program encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women, and the development and strengthening of victim services in cases involving violent crimes against women. The federal Office of Violence Against Women has clarified that the program does not prohibit male or minor victims of domestic violence, dating violence, sexual assault, and/or stalking from receiving benefits and services under this program.

2. Amount

The total amount of VAWA funding available for the program is \$460,228. The required match amount is \$153,409. Funding is contingent upon the availability of federal monies.

3. Grant Cycle

The grant period will begin October 1, 2009 and end September 30, 2010. The project must budget for a twelve (12) month period.

F. PROGRAM INFORMATION

The Court Education and Training Program funds the Judicial Council of California, Administrative Office of the Courts, to develop and provide trainings, seminars, publications, symposiums, and other projects/events dedicated to increase the knowledge of court personnel in cases involving domestic violence, sexual assault, stalking, and dating violence. In implementing the Court Education and Training Program, the Judicial Council of California must strive to ensure an equal emphasis on domestic violence and sexual assault, with the results of this effort being reflected in an appropriate balance of grant objectives between these two disciplines.

All materials and publications (written, visual, or sound) resulting from program activities must contain the following statement:

This project was supported by Grant No. _____ awarded by the Office on Violence Against Women (OVW), U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibit are those of the author/s and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

The Judicial Council of California agrees to submit two copies of all reports and proposed publications funded by OVW, to CalEMA not less than 30 days prior to public release, publication, or distribution.

G. PREPARING AN APPLICATION

The Table of Contents includes a link to an Application Cover Sheet. Please complete the Application Cover Sheet and attach it to the front of the application.

Please provide the nine required application components in the order listed below:

- Application Cover Sheet;
- Grant Award Face Sheet (CalEMA 2-101);
- Project Contact Information; (CalEMA 2-102)
- Signature Authorization and Instructions; (CalEMA 2-103)
- Certification of Assurance of Compliance – VAWA (CalEMA 2-104g);
- Federal Fund Grant Log (CalEMA 2-105)
- Project Budget (CalEMA 2-106 a-c);
- Project Narrative (CalEMA 2-108); and
- Application Appendix (refer to Part II, C.).

NOTE: Pay special attention to the forms required. Failure to submit the correct forms will result in the application being returned.

**CALIFORNIA EMERGENCY MANAGEMENT AGENCY
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**COURT EDUCATION AND TRAINING PROGRAM
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PART II – INSTRUCTIONS

The instructions in this section correspond to each of the application components and to the forms required to complete the application.

The applicant must use the forms provided in “Forms” ([FORMS](#)) and plain 8½” x 11” white paper for the application. The blank Project and Budget Narrative pages on the website have been pre-formatted to CalEMA standards. If you create your own computer-generated Project and Budget pages, the format must duplicate the CalEMA pre-formatted pages.

Copies of the application must be assembled separately and individually fastened in the upper left corner. ***Do not bind application.***

A. PROJECT NARRATIVE

The project narrative is the main body of information describing the problem to be addressed, the plan to address the problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the plan.

1. Problem Statement

A problem statement is not required.

2. Plan and Implementation

a. Plan:

1. Objectives & Activities

The following objectives are required:

- Conduct a minimum of two advisory committee meetings;
- Conduct a comprehensive sexual assault training for criminal court judges;
- Distribute a project Fact Sheet; and
- Distribute an Annual Report.

List the objectives on the left side of the page and the activities on the right side. All objectives must be measurable and specific to the program guidelines. Each objective must reflect the supporting activities, the staff responsible for completing the activities, and the time frame for when the activities will be completed.

2. Evaluation

Training and technical assistance objectives must contain an evaluation component. Indicate how each of these objectives will be evaluated.

b. Implementation:

The Judicial Council of California must continue a multi-disciplinary advisory committee comprised of judicial officers, attorneys, victim advocates, tribal representation, and other experts to guide the project staff in identifying the needs of California's court personnel in servicing victims of sexual assault, domestic violence, stalking, and teen dating violence. The committee's judicial representation should reflect the ethnic and geographic diversity of the state and ensure rural, central valley, northern, and southern communities are represented.

B. PROJECT BUDGET

The purpose of the project budget is to demonstrate how the applicant will implement the proposed plan with the funds available through this program. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds, including match funds when applicable. The applicant may supplement grant funds with funds from other sources. However, since approved line items are subject to audit, the applicant should not include in the project budget matching funds (if applicable) in excess of the required match. Budgets are subject to CalEMA modifications and approval.

CalEMA requires the applicant to develop a **line item** budget which will enable the project to meet the intent and requirements of the program and ensure the successful and cost effective implementation of the project. Failure of the applicant to include required items in the budget does not eliminate responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Recipient Handbook* for additional information concerning CalEMA budget policy or to determine if specific proposed expenses are allowable. The *Recipient Handbook* is accessible on our website at www.oes.ca.gov. Select any "Criminal Justice Programs" section under the "Justice Programs" Tab, select a section link and look in the "Related Links" for "*Recipient Handbooks*". Contact the person listed on page 1-subsection B of this RFA should you have additional budget questions.

Specific Budget Categories

There is an Excel Workbook in "*Forms*" (**FORMS**) with spreadsheets for each of the following three budget categories:

- Personal Services – Employee Salaries/Benefits;
- Operating Expenses; and
- Equipment.

The left column of each budget category on the Spreadsheet requires line item detail including the calculation and justification for the expense. Enter the **whole dollar amount only** (no cents) on each line item and match in the correct column of the Budget Category form. The spreadsheet will add each addition. You may add extra rows if necessary, the spreadsheets total at the end of each budget category and total the three spreadsheets at the bottom of the last page (Equipment). The total of the budget including each funding source and/or match amount must correspond to the amount of the Total Project Cost (Block 10G) on the Grant Award Face Sheet.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

a. Personal Services – Salaries/Employee Benefits (CalEMA 2-106a) (formerly OES A303a):

1) Salaries

Personal services include services performed by project staff directly employed by the applicant and must be identified by position and percentage of salaries. These may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If the applicant's personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take time off using project funds. Salaries for staff not directly employed by the applicant must be shown as participating staff (see *Recipient Handbook*, Section 4500) in the Operational Expenses Category. Consultant services remain under Operating Expenses (refer to Part II, B.2.b. - Operating Expenses - paragraph two.)

2) Benefits

Employee benefits must be identified by type and percentage of salaries. The applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1.5 clerical positions).

b. Operating Expenses (CalEMA 2-106b) (formerly OES A303b):

Operating expenses are defined as necessary expenditures other than personal salaries, benefits, and equipment. Such expenses may include specific items directly charged to the project, and in some cases, when permitted by the funding source, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award), and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors, participating staff who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$5,000 per unit (including tax, installation, and freight) and/or with a useful life of less than one year fall within this category. Otherwise these fall under equipment expenses.

Salaries for staff not directly employed by the applicant must be shown as consultant and/or participating staff costs (whichever is applicable per *Recipient Handbook* Sections 3710 and 4500) under the Operating Expenses category. These costs must be

supported by an Operational Agreement (OA), which must be kept on file by the recipient and made available for review during a CalEMA site visit, monitoring visit, or audit. In the case of grants being passed through a recipient to be operated by another agency, the staff from the second agency will be shown in the Operating Expenses category.

c. Equipment (CalEMA 2-106c) (formerly OES A303c):

Equipment is defined as nonexpendable tangible personal property having ***a useful life of more than one year*** and an acquisition cost of \$5,000 or more per unit (including tax, installation, and freight).

A line item is required for different types of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

C. APPLICATION APPENDIX

The Application Appendix provides CalEMA with additional information from the applicant to support components of the application. The following must be included:

- Current List of Advisory Committee Members
- Noncompetitive Bid Request (CalEMA 2-156), if applicable
- Out of State Travel Request, (CalEMA 2-158), if applicable
- Computer and Automated Systems Purchase Justification Guidelines (CalEMA 2-157), if applicable